

Staff Summary Report



Council Meeting Date:

5/20/2010

Agenda Item Number: _____

SUBJECT: Request approval of a one year renewal of a contract with Mission Linen Supply for uniform rental and laundry delivery service for use by the Public Works Department and Water Utilities Department.

DOCUMENT NAME: 20100520fslg05 PURCHASES (1004-01)

COMMENTS: (T07-111-01) Total contract amount shall not exceed \$55,000 for the one-year renewal period.

PREPARED BY: Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

REVIEWED BY: Michael Greene, C.P.M. Central Services Administrator, 480-350-8516
John Osgood, Acting Public Works Manager, 480-350-8949
Don Hawkes, Water Utilities Manager, 480-350-2660

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Jerry Hart, CPA, Financial Services Manager, 480-350-8505

FISCAL NOTE: Sufficient funds have been appropriated in cost centers 3002 (Water/Wastewater Fund) and 3262 (General Fund) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Approve the renewal of the contract.

ADDITIONAL INFO: Background Information
This contract provides for the uniform rental and laundry services for Public Works and Water Utilities employees. This is the second of three renewal extensions available on this contract.

Contractor Performance

Mission Linen Supply was rated by the Public Works Department and Water Utilities Department on the following criteria:

- Personnel responsiveness, cooperation and availability
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Promptness in submitting accurate invoices

In all categories, Mission Linen Supply received scores indicating they were meeting or exceeding standards as established by the contract. The City and Mission Linen Supply have satisfactorily resolved previous issues regarding contract personnel responsiveness and availability, follow-up to complaints and invoice accuracy.

No cost increase has been requested by the Contractor for the renewal period.